

Dear Firstname Lastname,  
the Workplace Committee of the General Sciences Divisions (Accelerator and Fusion Research Division, Nuclear Science Division, Physics Division) would like to welcome you to Berkeley Lab. In early 2010 we have launched a mentoring program intended to help early career scientists to integrate into the lab and help them with career development. To learn more about the mentoring program, please visit its web pages at <http://whatsoever>.

Your assigned mentor is Jane Doe (JADoe@lbl.gov, x1234) who works on Nifty Experiment in the Super Cool Group of your Division. Please contact her within seven to ten days to set up a first meeting. We hope that you can meet with her once a month in the next half year. After that you can meet less frequently. How formal or informal those meetings are is up to you and your mentor to decide.

We hope that your mentor helps you understand the culture here at the lab and helps you become as successful as possible. Your mentor should be able to point you towards resources and give advice on career planning. If you are new to the area your mentor may also be a good resource to find out about living in the Bay Area.

If you have any questions or concerns about the mentoring program or would like to have a different person assigned as your mentor, please contact the Program coordinator Ina Reichel (IREichel@lbl.gov, x4341). Ina will also check in with you occasionally to find out if your mentor is meeting with you regularly and if you have any suggestions on improving the mentoring program.

Sincerely

Ina Reichel, for the GS Workplace Committee